



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **STUDENT ASSISTANT**

**Salary: \$8.41 - \$11.53 hourly**

### **INFORMATION TECHNOLOGY DIVISION**

### **APPLICATION DEVELOPMENT AND MAINTENANCE BUREAU**

### **SACRAMENTO**

#### **RESPONSIBILITIES:**

Under close supervision, the student will assist in planning, designing, and implementing of technical solutions. The incumbent may assist ADAM programmers to modify programs, environments, tables, systems, etc. to accommodate change requirements or system software changes. They may provide support for application systems as needed by the department; develop AD-HOC reports, vendor correspondence, communication links, specifications, and data extracts and imports based on customer requests.

#### **DESIRABLE QUALIFICATIONS:**

Applicants applying for the position should demonstrate:

- Understanding of database design and programming;
- Ability to communicate well both orally and in writing;
- Ability to adjust to shifting priorities and meet stated deadlines;
- Service oriented with good interpersonal skills;
- Ability to exercise a high degree of initiative, independence, and flexibility.

#### **WHO MAY APPLY:**

Applications will be accepted from applicants currently enrolled in a college or university. Applicants must provide proof of enrollment and provide a copy of college transcripts. Applicants with a major course of study in Computer Science are preferred; however, student assistant applicants with an undeclared major may also apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Student Assistant, PSN # 413-105-4870-xxx” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.**

**Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3316 or email – [Nicole.Terrell@insurance.ca.gov](mailto:Nicole.Terrell@insurance.ca.gov)

04/17/13 NT

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#### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**FINAL FILING DATE: Wednesday, April 30, 2014 – Close of Business**

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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